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ABSTRACT

The Illinois Resources File (IRF) will be a data base with both manual and automated retrieval capabilities and will be compatible with ERIC. Indexing and abstracting will be done according to the "ERIC Theraurus" and the "ERIC Processing Manual" until an Illinois Processing Manual is developed; the planned completion date is May 31, 1978. The Human Resources File (HRF) will be developed and maintained separately from the IRF because of potential legal and political difficulties. Details of the indexing and abstracting procedures for the systems are outlined. Other procedures described include staff training and duties, accession and processing of documents, and manual and automated retrieval of information. Sample resume forms are included. (JAB)

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# PLANS FOR THE ILLINOIS RESOURCE AND DISSEMINATION NETWORK FILES:

## ILLINOIS RESOURCES FILE;

## HUMAN RESOURCES FILE

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## INTRODUCTION

The ensuing narrative provides an expanded description of the Illinois Resources File (IRF) and the Human Resources File (HRF). The plan is broken into its components as they are presently envisioned and is subject to revision and modification. The IRF will be a hybrid data base having both manual and, eventually, automated retrieval capability, and it will be compatible with the Educational Resources Information Center (ERIC). Samples of materials for use in the operation of the file are attached. The components of the plan are indexing, abstracting, Human Resources File, Illinois Resources File, staff training, manual filing and retrieval, and automation.

## INDEXING

Indexing for the IRF will be accomplished by using the ERIC Thesaurus, and the ERIC Processing Manual will serve as the initial guide for rules of indexing, abstracting, and identifier entry. The ERIC Processing Manual will also be used in the training of indexers, as it contains detailed descriptions of the indexing processes for the ERIC system. An Illinois Processing Manual, considerably less cumbersome and serving immediate needs, will be developed by May 31. (1978).

Four types of descriptors will be used, where appropriate, in the indexing of materials for the IRF: content descriptors, leveling descriptors, form descriptors, and geographic descriptors.

Content descriptors are used in the indexing of documents to indicate the general subject of a program or project being described, e.g., reading, economics, mathematics, etc. Leveling descriptors indicate the educational level, e.g., elementary, secondary, or higher education, etc., of the item being described. Form descriptors describe the physical characteristics of the document, e.g., curriculum guides, conference reports, and annotated bibliographies, etc. Geographic descriptors indicate the locale of a document or a project, e.g., rural, urban, inner-city, etc. Leveling descriptors are mandatory descriptors in the ERIC system and, therefore, will be mandatory descriptors in the IRF.

In addition to the mandatory descriptors required by the ERIC system, the indexing for the IRF will include, where appropriate, descriptors reflecting the following concepts which appear on the Resource Identification Survey (RIS): program/project; human resources; materials resources. The mandatory identifier ILLINOIS (REGION #) will also be included on each accessioned item. In all other respects, indexing for the IRF will reflect the concepts expressed in the abstract.

Descriptors will be starred to indicate major/minor emphasis and the accessioned items will appear in the subject index under all descriptors. This means that minored items will appear in the subject index. Evaluated and validated documents will be so indicated through the use of descriptors. Also, ESEA Title documents will appear with a mandatory identifier, conforming to ERIC rules for identifiers.

## ABSTRACTING

Abstracting of resources for the IRF will be done by the IRDN staff, following a short period of training (about one week). While training efficient and skilled indexers and abstractors takes from six to nine months, the best way to learn indexing and abstracting is to "learn by doing" with access to a staff member who can answer questions and explain techniques. In the current structure at the IRDN the Retrieval Specialist will fill that role.

Each abstractor/indexer will learn to write indicative and informative abstracts as these concepts are explained in the ERIC Processing Manual and learn to index using the ERIC Thesaurus. To elaborate, this means that not only IRDN staff, but selected staff from such other IOE departments as exceptional children, title sections, and program services, etc., will do both abstracting and indexing for each accessioned item. In addition to IOE staff, the National Diffusion Network (NDN) state facilitator's staff will also learn abstracting/indexing. (Indexing and abstracting are sometimes completed by different members.) Both the indexing and abstracting will be done from the RIS.

The majority of the abstracting for the IRF will be of the indicative type. Indicative abstracting takes place when an item to be entered into a data base is described from an objective viewpoint. By contrast, an informative abstract is written as if the abstractor were the author, and therefore, the abstract does not contain the objectivity that is possible in indicative abstracts. The informative abstract in any data base fills a definite, but limited, role.

The preparation of abstracts will occur in two stages. A rough-draft resume form has been developed for use by abstractors/indexers. In addition, a final resume is being developed. The rough-draft resume will be checked for content and indexing accuracy, and then final typing of the final resume

will occur from the rough-draft. After final typing and a final proofreading of the main entry resume, the resume will be entered into the main entry section of IRF Abstracts in numerical sequence. IRF Abstracts is the title chosen for the volume in which abstracts and indexes will be stored for manual retrieval.

The format, or appearance, of the rough-draft resume and the final resume will be similar. Each will contain information with regard to the accession number, author, title, bibliographic information, descriptors, identifiers, and abstract. The rough-draft resume need not be complete in each of these categories, but the final resume will need complete information with respect to each of the afore-mentioned categories on the resume. Typing of the author, title, and bibliographic information for the final resume will occur directly from the RIS in order to reduce the possibilities for typographical errors. Each resume form will occupy one complete page when it is entered into IRF Abstracts. The one-item-per-page approach allows for ease in retrieval, flexibility when automation occurs, and quick replacement of pages tattered by use.

## IRF ABSTRACTS

Resources in Education (RIE), Current Index to Journals in Education (CIJE), and Exceptional Child Education Abstracts are the models for IRF Abstracts. The models vary from each other in indexing format, although they accomplish the same ends in the information dissemination process. Of all the models of indexes, there are four which will be included in IRF Abstracts:

--Main Entry Index

--Subject Index

--Title Index

--Author Index

The indexes will be contained in a loose-leaf binder titled IRF Abstracts at the present time. The advantage of a loose-leaf binder is that the indexes, and each new entry, are available for immediate manual retrieval. At a later date, the indexes could be sent to a printer, to word processing, or to data processing for improved packaging as a semiannual or annual publication similar to the publications which serve as models for IRF-Abstracts.

Compiling of IRF Abstracts could follow CIJE's example, if cost allows. CIJE is compiled by means of computer manipulation of the data received on a resume (abstract) form from the ERIC Clearinghouses. Typesetting is accomplished by photocomposition. All entries are preserved on magnetic tape for merging with the ERIC computer file.

## HUMAN RESOURCES FILE

The development of the Human Resources File (HRF) will take place separately from the development of the IRF. The HRF requires a different method of maintenance and updating from that of the IRF, and it also holds potential for legal and political difficulties which are not inherent in the IRF. For these reasons, the two files will be developed separately and will be automated separately.

The HRF will contain three parts, or indexes. The consultants' names will appear in a file, not dissimilar from a rolidex. In addition to names, this index will contain consultant's addresses, phone numbers, and other vital statistics. A second file, or index, will contain the names of consultants by subject-area expertise. The third file, in the form of a drawer folder indexed by name, will contain the initial agreement to serve as a consultant, a resume or a transcript, and the evaluation forms which are turned in each time a consultant services a client. This third file will provide constantly updated information on a consultant by indicating participation in the program and renewal of agreement to participate at predetermined intervals. This file will contain the Human Resources Identification Survey (HRIS) as well.

Further complications are avoided by not publishing a list of the names of consultants in the HRF, but brochures describing the HRF and its contents allow dissemination of information. Knowledge of the HRF serves almost the same purpose as publication of a list: potential clients can learn where to inquire about the services of consultants. The legal and political ramifications that disrupt such a system are circumvented by placing the HRF on a request basis, both for consultants who wish to participate and clients who desire services.

## STAFF TRAINING

In order to implement the plans described in this paper, an inservice period is needed to prepare staff members for their tasks. Costs, materials, and time-lines are also described for the purpose of executing inservice training.

Inservice training will occur in two steps: staff representing each of the Program Service Teams (PSTs) will review filling out the RIS, and abstractors/indexers will be trained to prepare resumes and indexes for IRF Abstracts. Sessions for these two groups will take place separately because their roles encompass different responsibilities in the diffusion of information.

Groups of not more than 15 are most desirable for the initial inservice training, which will begin May 10. Review sessions for the PST representatives will involve spending one morning, or afternoon, at the IRDN. Training for abstractors/indexers will begin on May 11, and rough-drafts will be due the following week. After that, bi-monthly meetings of not more than one hour will be held for abstractors/indexers to exchange viewpoints, ask questions, and compare notes.

Abstractors/indexers will be expected to produce ten abstracts per week on a half-time equivalent. It is desirable not to have abstractors/indexers perform these tasks on a full-time basis as the work is mentally demanding and exhausting. As staff acquire proficiency, they will be expected to produce at least one abstract per hour, but initially they may have difficulty doing ten per week. The remaining time of each staff member will be used in preparing, proofreading, and typing the indexes for IRF Abstracts. The number of abstracts that can be produced per week is ten times the number of abstractors/indexers, or 10 x n.

To prepare staff, provision is requested for consultants who would participate in the inservice training of staff. The consultants would be selected

for their known expertise in the previously described areas. While the consultants may not be used, the equivalent of two days of consulting time is requested. Costs for the consultants would include the standard IOE rate, plus expenses.

Other than costs for the consultants, approximately $75.00 will be needed for the preparation of materials for inservice training. Materials will include photocopies of information on abstracting/indexing and the development of transparencies. Equipment for inservice training will come from that which already exists at the IOE. Rooms of appropriate size to accommodate inservice training will be reserved.

## MANUAL FILE AND RETRIEVAL

The manual filing of interview forms and documents will be in chronological order of receipt, with accession numbers assigned in sequence beginning at IR 01 0001. An accession number is a number (or number with an alpha prefix) assigned sequentially to incoming items (e.g., documents) to identify them for retrieval. The numbers for the manual file and for the main entry section of IRF Abstracts will be assigned simultaneously, making retrieval quite simple and consistent with other information files.

Here is what the accession number signifies when it is broken down: IR - Illinois Resource; 01 indicates volume 1, which corresponds to one year of entries; and 0001 indicates sequence of entry within the year. The accession numbers will appear on each resume, survey form, and written document (when written documents are on file).

One of the difficulties encountered by developers of intrastate data bases revolves around the removal of accessioned items from either the manual or automated files. Both the New York data base, an automated system, and the Texas data base, a manual system, allow for the replacement of no longer existing programs. But the methods used in New York and Texas contain inherent limitations that will produce problems within five years.

Four limitations come to mind immediately: annotated bibliographies from such data bases will contain non-existent information as items are replaced; chronological integrity will be destroyed, i.e., programs accessioned in 1980 could and will appear with those from 1977; since computer tapes are expensive and difficult to erase, such a task should be avoided when possible; and the manual indexes would have to be purged regularly as accessioned items are replaced in the main entry section. There is a hypothetical point where maintaining these systems requires as much

staff time as adding new documents. In an age when fiscal accountability is demanded of education agencies, an intrastate data base with the previously described designed-in limitations will eventually collapse from its own inertia.

Each of the limitations is solved easily enough. The solution lies in not removing anything from the data base. As the information for the IRF is updated each year through the RIS survey, the updated information will be abstracted and indexed. By cross-referencing the new item with the IR number from the previous item of the same title, a current description exists with other historical information. The result, over a period of time, is a complete record of the evolution of a program. All data bases, in addition to housing current information, have an inherent archival value, which is destroyed by removing items. Accurate bibliographies, chronological integrity, ease of automation, and efficient use of staff time are the characteristics of the Illinois Resources File.

## AUTOMATED RETRIEVAL

While the manual system will be operable this year, a plan for next year calls for automated retrieval. The third year of the Capacity Building Project will largely be dedicated to programming the IRF Abstracts onto magnetic tape. In addition to the IRF, materials developed within the agency will be programmed for retrieval.

Resources developed here will then be photographed and put onto microfiche for duplication for LEAs.

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MAIN-ENTRY RESUME

| IR | |
|---|---|
| AUTHOR | — |
| TITLE | — |
| INSTITUTION | — |
| SPON AGENCY | — |
| PUB DATE | — |
| NOTE | — |
| AVAILABLE | — |
| DESC: | |
| IDEN: | |
| ABST: | |

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ROUGH-DRAFT RESUME

DOCUMENT TITLE: _____

AUTHOR: _____ ACCESSION NUMBER: _____

ABSTRACTOR: _____ EDITED & APPROVED: _____

DATE: _____

DESCRIPTORS:

IDENTIFIERS:

ABSTRACT:

1

5

10

15